

Task Order 31-10

1.0 TITLE OF EFFORT: CxP Mission Operations Project (MOP) SUPPORT

1.0 TASK DESCRIPTION: :

This task provides internal and external configuration management (CM) support as well as integration support to the Mission Operations Project (MOP).

The objective of this task is to synergize existing CM techniques and capabilities within MOD/MOP and further develop CM capabilities for MOP to ensure integration with Level 2 CxP initiatives. The contractor shall coordinate with MOP and Level 2 CM representatives regarding the content and format of all CM initiatives prior to development of all final products.

2.1 STATEMENT OF WORK REFERENCE: SOW 5.0

2.2 REQUIREMENTS:

2.2.1 CxP MOP

2.2.1.1 MO Project Internal CM Support:

- Lead Implementer of CM Plan for MOP project Items
 - CM process work instruction (WI)
 - Book manager for any related WI – if needed
 - Own CM Windchill areas, change request (CR) form, control board (CB) presentation template, etc.
 - Track documentation baselined (MOP applicable document list)
 - Organize/request numbers for MOP/MOD documents for Cx.
- Execute MOP level CM reviews
 - i.e., accept and route CRs, track closures, etc.
- Interface and support to CxP CM office for any MOP items
 - Including CxP audits of MOP
 - Pushback on overhead items
- CM Office secretariat for major MOP life cycle reviews (ex. Preliminary Design Review (PDR) and Technical Coordination Meetings (TCMs), external review activity
- Assistance in basic document quality assurance (DQA) implementation
- NASA CM best practices
 - NASA standard

2.2.1.2 MO Project External CM Support:

- Provide input to MOP CM Plan to define MOP CM processes required to effect changes to Level 2 or other Project/NASA organizations via that organization's documented CM process.
- Provide inputs to MOP CM plan to define MOP CM processes and interfaces required to accomplish MO PCB review of external Change Requests (CRs). [External being defined as "not owned by MOP."] These requests may come from the Flight Director's Office for Constellation CRs or from other Project Offices or NASA organizations.
- Attend Constellation CR Review Group (CRG) activity and ensure proper support for Constellation Board closures, where applicable.

2.2.1.3 MOP Control Board and MOP Internal Reviews:

- Establish an operating standard for MOPCB and MOP Program Status Review (PSR)
 - Develop best practices for communication, action item tracking/closure, agendas, distribution lists, minutes, action log, archiving of presentations, setting up and running the meeting
 - Keep list of board members and all formal CM documents

2.3 DELIVERABLES

<u>No.</u>	<u>Description</u>	<u>Due Date</u>	<u>Format</u>
1	CM status	Monthly	NASA provided format

2	Service order status	<i>Monthly</i>	NASA provided format
3	Work instructions and updates	<i>As required</i>	NASA provided format
4	Presentation materials and assessments	<i>As required</i>	NASA provided format

Technical Performance Measures and Success Criteria

- Timeliness, accuracy and quality of required monthly and special reports.
- Established processes to generate, negotiate, and implement task agreements.
- Established process for task agreement performance tracking including cost, technical and schedule.
- Established process for required boards and panels complete with agendas, facilitation, minutes and action list.
- Timely staffing of open positions, staffing attrition (plan vs. actual)

Nondisclosure Statements

The Contractor shall maintain a nondisclosure statement, per company policy, an individual nondisclosure for each person supporting this Task Order (TO), and a summary of the procedures for information control and protection that are applicable to all personnel supporting this TO.

It is anticipated that the Contractor will have access to, be furnished with, or use the following types of recorded information:

1. Information pertaining to third parties, with limited rights or restricted rights, in the form of notices submitted via NASA or directly to the Contractor.
2. Information pertaining to third parties, which NASA has agreed to handle under protective arrangement.
3. Information of which NASA intends to control the use and dissemination.
4. Information governed by the Privacy Act of 1974, 5 U.S.C. 552a

In order to provide appropriate management and control for protecting this information, the Contractor agrees to: (1) use and disclose such information only to the extent necessary to perform the work required under this Delivery Order, with particular emphasis on restricting the information to employees having a "need to know"; and, (2) establish the procedures and controls necessary to prevent disclosure of this information outside of the Contractor's scope of work in this Delivery Order, except in accordance with written instructions from the Contracting Officer.

Potential Organizational Conflict of Interest Pertaining to Crew Exploration Vehicle (CEV) Procurement Activities

To the extent that the work under this contract requires access to Limited Rights Data, Restricted Computer Software, or Confidential Business Information of other companies, and as long as these data remain proprietary, confidential or sensitive, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use such information to compete with those other companies. The Contractor also shall protect sensitive Government information from unauthorized use and disclosure and agrees not to use it to compete with the companies the products of which the Government test data and analysis pertain. Such sensitive Government information includes test data and analysis furnished under this contract. "Sensitive Information" referred to in this clause includes information received from other companies as well as sensitive Government information.

In order to neutralize or mitigate the potential organizational conflict of interest derived from the Contractor's access to information, the Contractor agrees to establish and maintain, until the CEV competitive procurement has concluded, a firewall plan with the following components:

- (1) Strict segregation of all personnel having access to Sensitive Information including but not limited to CEV Phase 1 trade studies and information provided under this contract, from participation on all competitive CEV proposal activities involving that data.
- (2) Identification by name of those individuals who have been segregated for purposes of accessing Sensitive Information. The Contractor shall be required to keep this list current and make this list available to all those authorized to access the data. Disclosure of Sensitive Information to non-Government individuals not on this list is strictly prohibited. It is emphasized that individuals on this list shall be employees with a "need to know."
- (3) Training of segregated personnel regarding organizational conflicts of interest, including: mitigation, firewalls, and management and protection of data.
- (4) A requirement for personnel having access to Sensitive Information to sign an agreement that indicates their understanding of their responsibilities and agreement to comply with the firewall plan and company policy regarding the protection of information, as well as the ramifications for violations of those responsibilities.

This clause shall be included in all subcontracts subject to any organizational conflict of interest in performance of this contract.

3.0 PERIOD OF PERFORMANCE: October 1, 2008 – April 30, 2009

4.0 ESTIMATED COSTS:

Contractor may provide travel, training, materials, and other non-labor resources as necessary to support task order requirements. Training may include selected professional discipline-based or spaceflight-based conferences with approval of the TMR.